

# Boyle County Public Library

## 2016 Kentucky Annual Report of Public Libraries

### General Information (A1 - A16)

|  |                              |                             |
|--|------------------------------|-----------------------------|
| A1   | County                       | Boyle                       |
| A2   | Estimated Population         | 29,809                      |
| A3   | Library Name                 | Boyle County Public Library |
| Street Address   |                              |                             |
| A4   | Street Address               | 307 West Broadway           |
| A5   | City                         | Danville                    |
| A6   | Zip Code                     | 40422                       |
| Mailing Address  |                              |                             |
| A8   | Mailing Address              | 307 West Broadway           |
| A9   | City                         | Danville                    |
| A10  | Zip Code                     | 40422                       |
| A12  | Phone                        | (859) 238-7323              |
| Tax Rates (expressed as per \$100; i.e., 20.0 or 3.75) |                              |                             |
| A14  | Real                         | 7.5                         |
| A15  | Personal                     | 9.31                        |
| A16  | Motor Vehicle/Water<br>Craft | 3.5                         |

### Operating Revenue (B1 - B15)

DO NOT REPORT CAPITAL REVENUE IN THIS SECTION. They are reported as Item #C40. Examples of revenue to be used for major capital expenditures include funds received for (a) site acquisitions; (b) new buildings; (c) additions to or renovation of library buildings; (d) furnishings, equipment, and initial book stock for new buildings, building additions, or building renovations; (e) library automation systems; (f) new vehicles; and (g) other one-time major projects. Include federal, state, local, or other revenue to be used for major capital expenditures. Exclude revenue to be used for replacement and repair of existing furnishings and equipment, regular purchase of library materials, and investments for capital appreciation. Exclude contributions to endowments, or revenue passed through to another agency (e.g. fines) or funds unspent in the previous fiscal year (e.g., carryover). Funds transferred from one public library to another public library should be reported by only one of the public libraries.

E-rate -- If there is an invoice sent to the library that indicates the amount of the e-rate discount (i.e., supported by documentation), then the library can report this as an expenditure under Other Operating Expenditures (Item C29 or C31). In such a case, the library should also report the e-rate funds that supported the discount in Other Operating Revenue (Item B14)). If no such documentation can be identified, then the amount should not be reported as either revenue or expenditure.

#### Local Government Revenue

|    |  |                    |
|----|--|--------------------|
| B1 | Library Tax  | \$1,100,000        |
| B2 | Other  | \$0                |
| B3 | <b>Local Government<br/>Revenue Total (B1 +<br/>B2):</b> | <b>\$1,100,000</b> |

#### State Government Revenue

|    |                                       |           |
|----|---------------------------------------|-----------|
| B4 | State Aid Grant                       | \$20,171  |
| B5 | Construction<br>Debt-Assistance Grant | \$105,000 |

|                            |   |             |
|----------------------------|---|-------------|
| B6                         | Other State Government Revenue                                    | \$3,500     |
| B7                         | <b>State Government Revenue Total (sum B4 through B6)</b>         | \$128,671   |
| Federal Government Revenue |   |             |
| B9                         | Prime Time Family Reading Time                                    | \$0         |
| B10                        | Library Outreach/Bookmobile Grant                                 | \$0         |
| B11                        | Preventing Summer Reading Loss - Fueling the Mind (Read and Feed) | \$0         |
| B12                        | Other Federal Government Revenue                                  | \$7,010     |
| B13                        | <b>Federal Government Revenue Total (sum B8 through B12)</b>      | \$7,010     |
| B14                        | Other Operating Revenue   | \$176,041   |
| B15                        | <b>Total Operating Revenue (B3 + B7 + B13 + B14):</b>             | \$1,411,722 |

### **Operating Expenditures (C1 - C41)**

**DO NOT REPORT CAPITAL EXPENDITURES IN THIS SECTION. They are reported as Item #C36.**

#### Collection Expenditures

|    |  |           |
|----|--|-----------|
| C1 | Print Materials                                      | \$67,776  |
| C2 | Electronic Materials Expenditures                    | \$10,768  |
| C3 | Audiovisual Materials                                | \$24,757  |
| C4 | Electronic Collections                               | \$19,567  |
| C5 | Other Library Materials                              | \$6,028   |
| C6 | <b>Collection Expenditures Total (C1 through C5)</b> | \$128,896 |

#### Salary Expenditures

|     |  |           |
|-----|--|-----------|
| C7  | Library Director                           | \$63,000  |
| C8  | Other Library Personnel                    | \$635,176 |
| C10 | <b>Salary Expenditures Total (C7 + C8)</b> | \$698,176 |

#### Fringe Benefits

|     |   |           |
|-----|---|-----------|
| C11 | Required Fringe Benefits                              | \$64,820  |
| C12 | Retirement (Employer's Share)                         | \$42,133  |
| C13 | Medical Insurance (Employer's Share)                  | \$67,800  |
| C14 | Other   | \$6,493   |
| C15 | <b>Fringe Benefits Total (C11 + C12 + C13 + C14):</b> | \$181,246 |

|                  |   |              |
|------------------|---|--------------|
| C16              | <b>Total Staff Expenditures<br/>(C10 + C15)</b>   | \$879,422    |
| Other Operations |   |              |
| C17              | Building Repair   | \$10,037     |
| C18              | Building Maintenance  | \$14,532     |
| C20              | Office Supplies, Program<br>Supplies, Postage   | \$21,310     |
| C21              | Insurance   | \$10,662     |
| C22              | Public Relations  | \$15,830     |
| C23              | Utilities   | \$45,540     |
| C24              | Professional Fees   | \$27,038     |
| C25              | Audit Fee   | \$4,200      |
| C26              | Fiscal Year that Audit<br>Covers  | FY 2014-2015 |
| C27              | What year was the<br>library's last long range<br>plan adopted?   | 2011         |
| C28              | Repair and Replacement<br>of Furnishings  | \$7,960      |
| C29              | Other   | \$3,353      |
| C30              | Specify   | misc         |
| C31              | Other   |              |
| C32              | Specify   |              |
| C33              | <b>Total Other Operating<br/>Expenditures (C17 + C18<br/>+ C20 + C21 + C22 +<br/>C23 + C24 + C25 + C28<br/>+ C29 + C31)</b> | \$160,462    |
| C34              | Bookmobile/Extended<br>Services   | \$5,645      |
| C35              | Continuing Education  | \$4,144      |
| C36              | Operating Expenditures<br>for Electronic Access   | \$84,108     |
| C37              | <b>Total Operating<br/>Expenditures (C6 + C16<br/>+ C33 + C34 + C35 +<br/>C36):</b>   | \$1,262,677  |

Report major capital expenditures (the acquisition of or additions to fixed assets). Examples include expenditures for (a) site acquisitions; (b) new buildings; (c) additions to or renovation of library buildings; (d) furnishings, equipment, and initial book stock for new buildings, building additions, or building renovations; (e) library automation systems; (f) new vehicles; and (g) other one-time major projects. Include federal, state, local, or other revenue used for major capital expenditures. Only funds that are supported by expenditure documents (e.g., invoices, contracts, payroll records, etc.) at the point of disbursement should be included. Estimated costs are not included. Exclude expenditures for replacement and repair of existing furnishings and equipment, regular purchase of library materials, and investments for capital appreciation. Exclude contributions to endowments, or revenue passed through to another agency (e.g., fines). Funds transferred from one public library to another public library

|     |                                |           |
|-----|--------------------------------|-----------|
| C38 | Capital Outlay<br>Expenditures | \$63,239  |
| C39 | Debt Service                   | \$379,486 |

Report all revenue to be used for major capital expenditures, by source of revenue. Include funds received for

(a) site acquisition; (b) new buildings; (c) additions to or renovation of library buildings; (d) furnishings, equipment, and initial collections (print, non-print, and electronic) for new buildings, building additions, or building renovations; (e) computer hardware and software used to support library operations, to link to networks, or to run information products; (f) new vehicles; and (g) other one-time major projects. Exclude revenue to be used for replacement and repair of existing furnishings and equipment, regular purchase of library materials, and investments for capital appreciation. Exclude income passed through to another agency (e.g., fines), or funds unspent in the previous fiscal year (e.g., carryover). Funds transferred from one public library to another public library should be reported by only one of the public libraries. Report federal, state, local, and other revenue to be used for

|      |  |           |
|------|--|-----------|
| C40a | Local - Capital Revenue  | \$413,757 |
| C40b | State - Capital Revenue  | \$0       |
| C40c | Federal - Capital Revenue  | \$0       |
| C40d | Other - Capital Revenue  | \$10,115  |
| C40  | <b>Total Capital Revenue (C40a through C40d)</b>                       | \$423,872 |
| C41  | Income from loans, bond issues, or other income not reported elsewhere | \$0       |

### Outreach Vehicles (F1 - F5)

An outreach vehicle is a vehicle used principally to provide personalized library services to individuals and groups at remote locations. The vehicle does not have an organized collection separate as in the case of a bookmobile. Staff will deliver and pick-up library materials specifically for patrons who are for any reason unable to visit the library in person. An outreach vehicle may also be used for programming at daycare centers, schools, senior centers, etc.

|    |                                    |                              |
|----|------------------------------------|------------------------------|
| F1 | License Number                     | C4211                        |
| F2 | Vehicle Year, Make, and Model      | 2013 Dodge Grand Caravan SXT |
| F3 | Mileage on Odometer                | 47,466                       |
| F4 | Owner of Vehicle                   | locally                      |
| F5 | Number of Stops in an Average Week | 26                           |

### Bookmobiles (G1 - G11)

A bookmobile is a traveling branch library. It consists of at least all of the following:

1. a truck or van that carries an organized collection of library materials;
2. paid staff; and
3. regularly scheduled hours (bookmobile stops) for being open to the public.

#### INFORMATION FOR EACH BOOKMOBILE:

Add a new group for each bookmobile in the county.

Bookmobile Hours (G9a-G9g) - Count only the daily hours during which the bookmobile is open to the public. Do not count travel time. Hours on the road per week is reported in item number G9

|    |                               |                       |
|----|-------------------------------|-----------------------|
| G1 | License Number                | C6814                 |
| G2 | Serial Number                 | 1FTRS4XV9GKA73232     |
| G3 | Vehicle Year, Make, and Model | 2016 Ford Transit 350 |
| G4 | Owner of Vehicle              | locally               |

|       |  |       |
|-------|--|-------|
| G5    | Bookmobile Visits<br>(number of persons<br>entering the bookmobile)                                  | 2,339 |
| G6    | Number of Registered<br>Users  | 398   |
| G7    | Number of Uses<br>[Sessions] of Public<br>Internet Computers Per<br>Year                             | 0     |
| G8    | Reference Transactions   | 473   |
| G9    | Hours on the Road Per<br>Week (but not serving<br>patrons)   | 7.5   |
| G9a   | Sunday - Daily Hours<br>Open to the Public   | 0     |
| G9b   | Monday - Daily Hours<br>Open to the Public   | 2.75  |
| G9c   | Tuesday - Daily Hours<br>Open to the Public  | 2.25  |
| G9d   | Wednesday - Daily<br>Hours Open to the Public  | 2.9   |
| G9e   | Thursday - Daily Hours<br>Open to the Public   | 2.6   |
| G9f   | Friday - Daily Hours<br>Open to the Public   | 0     |
| G9g   | Saturday - Daily Hours<br>Open to the Public   | 0     |
| G9.3  | Number of Weeks<br>Bookmobile is Open  | 49    |
| G9.3a | Total Number of Weeks<br>Bookmobiles are Open<br>(Sum of all G9.3)                                   | 49.00 |
| G10   | Total Hours for<br>Bookmobiles in an<br>Average Week (G9a +<br>G9b + G9c + G9d + G9e<br>+ G9f + G9g) | 10.50 |
| G11   | Number of Bookmobiles  | 1     |

## Main Library (H1 - H18)

This is one type of single outlet library or the library which is the operational center of a multiple outlet library. Usually all processing is centralized here and the principal collections are housed here.

|     |  |                             |
|-----|--|-----------------------------|
| H1  | Library Name                           | Boyle County Public Library |
| H2  | Street Address                         | 307 West Broadway           |
| H3  | City                                   | Danville                    |
| H4  | Zip Code                               | 40422                       |
| H6  | Phone                                  | (859) 238-7323              |
| H8  | Square Footage                         | 43,910                      |
| H10 | Number of Groups Using<br>Meeting Room | 267                         |
| H11 | Number of Meetings<br>Held             | 288                         |

|      |   |         |
|------|---|---------|
| H12  | Library Visits  | 154,570 |
| H13  | Number of Registered Users  | 22,196  |
| H14  | Number of Uses [Sessions] of Public Internet Computers Per Year                       | 26,859  |
| H15  | Reference Transactions Hours Open to the Public                                       | 4,239   |
| H16a | Sunday Opening Time   | 1:00    |
| H16b | Sunday Closing Time   | 5:00    |
| H16c | Hours   | 4.00    |
| H16d | Monday Opening Time   | 9:00    |
| H16e | Monday Closing Time   | 8:00    |
| H16f | Hours   | 11.00   |
| H16g | Tuesday Opening Time  | 9:00    |
| H16h | Tuesday Closing Time  | 5:30    |
| H16i | Hours   | 8.50    |
| H16j | Wednesday Opening Time  | 9:00    |
| H16k | Wednesday Closing Time  | 5:30    |
| H16l | Hours   | 8.50    |
| H16m | Thursday Opening Time   | 9:00    |
| H16n | Thursday Closing Time   | 8:00    |
| H16o | Hours   | 11.00   |
| H16p | Friday Opening Time   | 9:00    |
| H16q | Friday Closing Time   | 5:30    |
| H16r | Hours   | 8.50    |
| H16s | Saturday Opening Time   | 9:00    |
| H16t | Saturday Closing Time   | 5:00    |
| H16u | Hours   | 8.00    |
| H17  | <b>Total Hours Open to the Public (H16c + H16f + H1i + H16l + H16o + H16r + H16u)</b> | 59.50   |
| H18  | Number of Weeks Main Library is Open  | 52      |

## Facility Info (I1 - I32)

### Square Footage

|    |   |        |
|----|---|--------|
| I1 | <b>Main Library (from H8)</b>                   | 43,910 |
| I2 | <b>Branch Libraries (sum of E8 branch data)</b> | 0      |
| I3 | <b>Total (I1 + I2)</b>                          | 43,910 |

### No. of Groups Using Meeting Room

|    |  |     |
|----|--|-----|
| I7 | <b>Main Library (from H10)</b>                   | 267 |
| I8 | <b>Branch Libraries (sum of E10 branch data)</b> | 0   |
| I9 | <b>Total ( I7 + I8)</b>                          | 267 |

### Number of Meetings Held

|     |   |     |
|-----|---|-----|
| I10 | Main Library (from H11)                   | 288 |
| I11 | Branch Libraries (sum of E11 branch data) | 0   |
| I12 | Total (I10 + I11)                         | 288 |

### Library Visits

|     |   |         |
|-----|---|---------|
| I13 | Main Library (from H12)                   | 154,570 |
| I14 | Branch Libraries (sum of E12 branch data) | 0       |
| I15 | Bookmobiles (sum of G5 branch data)       | 2,339   |
| I16 | Total (I13 + I14 + I15)                   | 156,909 |

### Number of Registered Users

|     |   |        |
|-----|---|--------|
| I17 | Main Library (from H13)                   | 22,196 |
| I18 | Branch Libraries (sum of E13 branch data) | 0      |
| I19 | Bookmobiles (sum of G6 branch data)       | 398    |
| I20 | Total (I17 + I18 + I19)                   | 22,594 |

### Number of Uses [Sessions] of Public Internet Computers Per Year

|     |   |        |
|-----|---|--------|
| I21 | Main Library (from H14)                   | 26,859 |
| I22 | Branch Libraries (sum of E14 branch data) | 0      |
| I23 | Bookmobiles (sum of G7 branch data)       | 0      |
| I24 | Total (I21 + I22 + I23)                   | 26,859 |

### Reference Transactions

|     |   |       |
|-----|---|-------|
| I25 | Main Library (from H15)                   | 4,239 |
| I26 | Branch Libraries (sum of E15 branch data) | 0     |
| I27 | Bookmobiles (sum of G8 branch data)       | 473   |
| I28 | Total (I25 + I26 + I27)                   | 4,712 |

### Public Service Hours per Year

|     |  |          |
|-----|--|----------|
| I29 | Main Library (H17 * H18)                           | 3,094.00 |
| I30 | Branch Libraries (sum of E17 branch data * E17.3a) | 0.00     |
| I31 | Bookmobiles (sum of G10 bookmobile data * G9.3a)   | 514.50   |
| I32 | Total ( I29 + I30 + I31)                           | 3,608.50 |

## Library Staff (J1- J09)

Report figures as of the last day of the fiscal year. **Include all positions funded in the library's budget whether**

those positions are filled or not. To ensure comparable data, 40 hours per week has been set as the measure of full-time employment (FTE). For example, 60 hours per week of part-time work by employees in a staff category divided by the 40-hour measure equals 1.50 FTEs.

**To calculate FTEs for seasonal workers, I would use the following example:**

- Two three month workers (.25 of year) work 15 hours a week, so
- $15 + 15 = 30$  hrs/wk
- $30/40 = .75$  FTEs
- $.75 * .25 = .1875$  FTE for entire year (based on working only three months)

|    |   |       |
|----|---|-------|
| J1 | Number of Librarians with an ALA Accredited Master's Degree in Library Science  | 5.80  |
| J2 | Number of Librarians with Non ALA Accredited Master's Degree in Library Science | .0    |
| J3 | Number of Librarians with a Master's Degree NOT in Library Science              | 2.80  |
| J4 | Number of Librarians with a Bachelor's Degree in Library Science                | .0    |
| J5 | Number of Librarians with a Bachelor's Degree NOT in Library Science            | 5.63  |
| J6 | Number of Librarians with Less Than a Bachelor's Degree                         | 6.66  |
| J7 | <b>Total Librarians (J1 + J2 + J3 + J4 + J5 + J6):</b>                          | 20.89 |
| J8 | All Other Paid Staff  | 2.00  |
| J9 | <b>Total Paid Employees (J7 + J8):</b>  | 22.89 |

### **Library Collection (K1 -K17)**

#### Book Collection

|    |                                  |         |
|----|----------------------------------|---------|
| K1 | Adult Fiction                    | 48,590  |
| K2 | Adult Nonfiction                 | 44,241  |
| K3 | Juvenile Fiction                 | 25,357  |
| K4 | Juvenile Nonfiction              | 16,219  |
| K5 | <b>Total (K1 + K2 + K3 + K4)</b> | 134,407 |

#### Digital or Audiovisual Materials

|    |                            |         |
|----|----------------------------|---------|
| K6 | Electronic Books (E-Books) | 116,225 |
|----|----------------------------|---------|

#### Electronic Collections (K7a - K7b):



Report the number of electronic collections.

An electronic collection is a collection of electronically stored data or unit records (facts, bibliographic data, abstracts, texts, photographs, music, video, etc.) with a common user interface and software for the retrieval and use of the data. An electronic collection may be organized, curated and electronically shared by the library, or rights may be provided by a third party vendor. An electronic collection may be funded by the library, or provided through cooperative agreement with other libraries, or through the State Library. Do not include electronic collections that are provided by third parties and freely linked to on the web.

Electronic Collections do not have a circulation period, and may be retained by the patron. Remote access to the collection may or may not require authentication. Unit records may or may not be included in the library's catalog; the library may or may not select individual titles.

Include electronic collections that are available online or are locally hosted in the library.

Note: The data or records are usually collected with a particular intent and relate to a defined topic.

Report the number of electronic collections acquired through curation, payment or formal agreement, by source of access:

Item #K7a Local/Other cooperative agreements

Item #K7c (state government or state library)

Item #K7 Total Electronic Collections.

This is the sum of Local/Other cooperative agreements, and State electronic collections(Item #K7a and #K7b).

|     |   |         |
|-----|---|---------|
| K7a | Local/Other Cooperative Agreements  | 9       |
| K7b | State (State Government or State Library) **<br>Include <b>50 KYVL databases</b> ** | 50      |
| K7  | <b>Total Electronic Collections (K7a+K7b)</b>                                       | 59      |
| K9  | Audio - Physical Units  | 8,701   |
| K10 | Audio - Downloadable Units  | 22,014  |
| K13 | Video - Physical Units  | 8,027   |
| K14 | Video - Downloadable Units  | 1,758   |
| K15 | Other Material in Collection  | 743     |
| K16 | Current Print Serial Subscriptions  | 105     |
| K17 | <b>Book/Serial Volumes (K5 + K16)</b>   | 134,512 |

## Circulation (L1 - L54)

Count as circulation material that is charged out for use outside the library. Include renewals and interlibrary loan transactions that are borrowed for users.

Computer use is not circulation. Neither is in-house use or items checked out to another library. An item checked out counts as one item, no matter how many uses are subsequently made of that one item.

Book Circulation Adult Fiction

L1 Main Library 48,073

|    |                             |        |
|----|-----------------------------|--------|
| L2 | All Branches                | 0      |
| L3 | Bookmobile/Outreach         | 16,852 |
| L4 | <b>Total (L1 + L2 + L3)</b> | 64,925 |

#### Book Circulation Adult Nonfiction

|    |                            |        |
|----|----------------------------|--------|
| L5 | Main Library               | 20,153 |
| L6 | All Branches               | 0      |
| L7 | Bookmobile/Outreach        | 2,521  |
| L8 | <b>Total (L5 + L6+ L7)</b> | 22,674 |

#### Book Circulation Juvenile Fiction

|     |                              |        |
|-----|------------------------------|--------|
| L9  | Main Library                 | 50,034 |
| L10 | All Branches                 | 0      |
| L11 | Bookmobile/Outreach          | 4,306  |
| L12 | <b>Total (L9 + L10+ L11)</b> | 54,340 |

#### Book Circulation Juvenile Nonfiction

|     |                                |        |
|-----|--------------------------------|--------|
| L13 | Main Library                   | 11,525 |
| L14 | All Branches                   | 0      |
| L15 | Bookmobile/Outreach            | 252    |
| L16 | <b>Total (L13 + L14 + L15)</b> | 11,777 |

#### Book Circulation Total:

|     |  |         |
|-----|--|---------|
| L17 | <b>Main Library (L1 + L5 + L9 + L13)</b>         | 129,785 |
| L18 | <b>All Branches (L2 + L6 + L10 + L14)</b>        | 0       |
| L19 | <b>Bookmobile/Outreach (L3 + L7 + L11 + L15)</b> | 23,931  |
| L20 | <b>Total (L4 + L8 + L12+ L16)</b>                | 153,716 |

Count as circulation material that is charged out for use outside the library. Include renewals and interlibrary loan transactions that are borrowed for users.

Computer use is not circulation. Neither is in-house use or items checked out to another library.

#### Audiovisual Circulation Audio Books

|     |                                |       |
|-----|--------------------------------|-------|
| L21 | Main Library                   | 7,025 |
| L22 | All Branches                   | 0     |
| L23 | Bookmobile/Outreach            | 1,191 |
| L24 | <b>Total (L21 + L22 + L23)</b> | 8,216 |

#### Audiovisual Circulation Other Audio

|     |                                |       |
|-----|--------------------------------|-------|
| L25 | Main Library                   | 2,615 |
| L26 | All Branches                   | 0     |
| L27 | Bookmobile/Outreach            | 0     |
| L28 | <b>Total (L25 + L26 + L27)</b> | 2,615 |

#### Audiovisual Circulation Videos

|     |                                |        |
|-----|--------------------------------|--------|
| L29 | Main Library                   | 35,045 |
| L30 | All Branches                   | 0      |
| L31 | Bookmobile/Outreach            | 58     |
| L32 | <b>Total (L29 + L30 + L31)</b> | 35,103 |

#### Audiovisual Circulation Other

|     |              |   |
|-----|--------------|---|
| L33 | Main Library | 0 |
|-----|--------------|---|

|                               |  |        |
|-------------------------------|--|--------|
| L34                           | All Branches                                       | 0      |
| L35                           | Bookmobile/Outreach                                | 0      |
| L36                           | <b>Total (L33 + L34 + L35)</b>                     | 0      |
| Audiovisual Circulation Total |  |        |
| L37                           | <b>Main Library (L21 + L25 + L29 + L33)</b>        | 44,685 |
| L38                           | <b>All Branches (L22 + L26 + L30 + L34)</b>        | 0      |
| L39                           | <b>Bookmobile/Outreach (L23 + L27 + L31 + L35)</b> | 1,249  |
| L40                           | <b>Total (L24 + L28 + L32 + L36)</b>               | 45,934 |

Count as circulation material that is charged out for use outside the library. Include renewals and interlibrary loan transactions that are borrowed for users.

Computer use is not circulation. Neither is in-house use or items checked out to another library.

#### Other Materials

|     |                                |       |
|-----|--------------------------------|-------|
| L41 | Main Library                   | 2,424 |
| L42 | All Branches                   | 0     |
| L43 | Bookmobile/Outreach            | 7,444 |
| L44 | <b>Total (L41 + L42 + L43)</b> | 9,868 |

#### Total Circulation

|     |  |         |
|-----|--|---------|
| L45 | <b>Main Library (L17 + L37 + L41)</b>        | 176,894 |
| L46 | <b>All Branches (L18 + L38 + L42)</b>        | 0       |
| L47 | <b>Bookmobile/Outreach (L19 + L39 + L43)</b> | 32,624  |

Electronic Materials are materials that are distributed digitally and can be accessed via a computer, the Internet, or a portable device such as an e-book reader. Types of electronic materials include e-books and downloadable electronic video and audio files. Electronic Materials packaged together as a unit and checked out as a unit are counted as one unit.

Note: Do not include databases.

|     |  |         |
|-----|--|---------|
| L48 | Use of Electronic Material                       | 24,778  |
| L49 | <b>Total Circulation (L20 + L40 + L44 + L48)</b> | 234,296 |
| L50 | Successful Retrieval of Electronic Information   | 17,680  |

Children's Circulation - The total annual circulation of all children's materials in all formats to all users, including renewals. (NOTE: This includes books and audiovisual material already counted in previous fields L9 - L16) Do not count Electronic Material circulation here - that belongs in L48

|     |                                |        |
|-----|--------------------------------|--------|
| L51 | Main Library                   | 68,470 |
| L52 | All Branches                   | 0      |
| L53 | Bookmobile/Outreach            | 4,558  |
| L54 | <b>Total (L51 + L52 + L53)</b> | 73,028 |

#### Other Measures of Library Use (M1 - M2)

Please list any measures of library use not collected elsewhere in the annual report. Examples might include

Seed Library, In-house Use, Unique Circulating Items, and other Objects of Interest.

Note: Recording these measures is optional. Totals will not be tabulated or reported.

|    |                               |              |
|----|-------------------------------|--------------|
| M1 | Other Measures of Library Use | In-House     |
| M2 | Use Statistics                | 5398         |
| M1 | Other Measures of Library Use | Seed Library |
| M2 | Use Statistics                | 399          |

### **Interlibrary Cooperation (N1 - N6)**

Loaned To

|    |                         |     |
|----|-------------------------|-----|
| N1 | Print                   | 368 |
| N2 | Nonprint                | 0   |
| N3 | <b>Total (N1 + N2):</b> | 368 |

Borrowed From

|    |                         |     |
|----|-------------------------|-----|
| N4 | Print                   | 885 |
| N5 | Nonprint                | 0   |
| N6 | <b>Total (N4 + N5):</b> | 885 |

### **Programs (O1 - O56)**

A program is any planned event which introduces the group attending to any of the broad range of library services or activities or which directly provides information to participants. Programs may cover use of the library, library services, or library tours. Programs may also provide cultural, recreational, or educational information, often designed to meet a specific social need. Examples of these types of programs include film showings, lectures, story hours, literacy, English as a second language, citizenship classes, and book discussions. Count all programs, whether held on- or off-site, that are sponsored or co-sponsored by the library. Exclude programs sponsored by other groups that use library facilities. If programs are offered as a series, count each program in the series. For example, a film series offered once a week for eight weeks should be counted as eight programs.

Note: Exclude library activities delivered on a one-to-one basis, rather than to a group, such as one-to-one literacy tutoring, services to homebound, resume writing assistance, homework assistance, and mentoring activities. Also, do not enter the number of programs or attendance in more than one category.

Infant/Toddler - *number of programs*

|    |                             |    |
|----|-----------------------------|----|
| O1 | Main Library                | 70 |
| O2 | All Branches                | 0  |
| O3 | Bookmobile/Outreach         | 4  |
| O4 | <b>Total (O1 + O2 + O3)</b> | 74 |

Infant/Toddler - *number of attendees*

|    |                             |       |
|----|-----------------------------|-------|
| O5 | Main Library                | 1,753 |
| O6 | All Branches                | 0     |
| O7 | Bookmobile/Outreach         | 182   |
| O8 | <b>Total (O5 + O6 + O7)</b> | 1,935 |

Preschool - *number of programs*

|     |                               |     |
|-----|-------------------------------|-----|
| O9  | Main Library                  | 113 |
| O10 | All Branches                  | 0   |
| O11 | Bookmobile/Outreach           | 7   |
| O12 | <b>Total (O9 + O10 + O11)</b> | 120 |

Preschool - *number of attendees*

|     |                                |              |
|-----|--------------------------------|--------------|
| O13 | Main Library                   | 2,833        |
| O14 | All Branches                   | 0            |
| O15 | Bookmobile/Outreach            | 201          |
| O16 | <b>Total (O13 + O14 + O15)</b> | <b>3,034</b> |

Elementary School - *number of programs*

|     |                                 |            |
|-----|---------------------------------|------------|
| O17 | Main Library                    | 264        |
| O18 | All Branches                    | 0          |
| O19 | Bookmobile/Outreach             | 12         |
| O20 | <b>Total (O17 + O 18 + O19)</b> | <b>276</b> |

Elementary School - *number of attendees*

|     |                                |              |
|-----|--------------------------------|--------------|
| O21 | Main Library                   | 8,129        |
| O22 | All Branches                   | 0            |
| O23 | Bookmobile/Outreach            | 878          |
| O24 | <b>Total (O21 + O22 + O23)</b> | <b>9,007</b> |

Young Adult (age 12 and older) - *number of programs*

|     |                                |            |
|-----|--------------------------------|------------|
| O25 | Main Library                   | 101        |
| O26 | All Branches                   | 0          |
| O27 | Bookmobile/Outreach            | 13         |
| O28 | <b>Total (O25 + O26 + O27)</b> | <b>114</b> |

Young Adult (age 12 and older) - *number of attendees*

|     |                                |              |
|-----|--------------------------------|--------------|
| O29 | Main Library                   | 991          |
| O30 | All Branches                   | 0            |
| O31 | Bookmobile/Outreach            | 1,987        |
| O32 | <b>Total (O29 + O30 + O31)</b> | <b>2,978</b> |

Adult Programs - *number of programs*

|     |                                |            |
|-----|--------------------------------|------------|
| O33 | Main Library                   | 265        |
| O34 | All Branches                   | 0          |
| O35 | Bookmobile/Outreach            | 36         |
| O36 | <b>Total (O33 + O34 + O35)</b> | <b>301</b> |

Adult Programs - *number of attendees*

|     |                                |              |
|-----|--------------------------------|--------------|
| O37 | Main Library                   | 5,038        |
| O38 | All Branches                   | 0            |
| O39 | Bookmobile/Outreach            | 360          |
| O40 | <b>Total (O37 + O38 + O39)</b> | <b>5,398</b> |

Programs Directed at Multiple Age Levels - *number of programs*

|     |                                |            |
|-----|--------------------------------|------------|
| O41 | Main Library                   | 177        |
| O42 | All Branches                   | 0          |
| O43 | Bookmobile/Outreach            | 12         |
| O44 | <b>Total (O41 + O42 + O43)</b> | <b>189</b> |

Programs Directed at Multiple Age Levels - *number of attendees*

|     |                                |              |
|-----|--------------------------------|--------------|
| O45 | Main Library                   | 3,358        |
| O46 | All Branches                   | 0            |
| O47 | Bookmobile/Outreach            | 1,662        |
| O48 | <b>Total (O45 + O46 + O47)</b> | <b>5,020</b> |

Total Number Of Programs:

|     |  |       |
|-----|--|-------|
| O49 | Main Library (O1 + O9 + O17 + O25 + O33 + O41)         | 990   |
| O50 | All Branches (O2 + O10 + O18 + O26 + O34 + O42)        | 0     |
| O51 | Bookmobile/Outreach (O3 + O11 + O19 + O27 + O35 + O43) | 84    |
| O52 | Total (O4 + O12 + O20 + O28 + O36 + O44)               | 1,074 |

Total Program Attendance:

|     |  |        |
|-----|--|--------|
| O53 | Main Library (O5 + O13 + O21 + O29 + O37 + O45)        | 22,102 |
| O54 | All Branches (O6 + O14 + O22 + O30 + O38 + O46)        | 0      |
| O55 | Bookmobile/Outreach (O7 + O15 + O23 + O31 + O39 + O47) | 5,270  |
| O56 | Total (O8 + O16 + O24 + O32 + O40 + O48)               | 27,372 |

**Intellectual Freedom (P1 - P6)**

- P1 Title of Challenged Work
- P2 Type of Work
- P3 Grounds for Challenge
- P4 Initiator of Challenge
- P5 Status of Material
- P6 Comments

**Technology (Q1 - Q5)**

|    |  |        |
|----|--|--------|
| Q1 | Number of Internet Computers Used by General Public                    | 59     |
| Q2 | Number of People Formally Trained by Staff to Use Electronic Resources | 584    |
| Q3 | Does the library provide wireless internet access (Wi-Fi) for patrons? | Yes    |
| Q4 | Wireless Sessions - Annually   | 62,909 |
| Q5 | Number of Web User Sessions  | 26,859 |

**Planning and Evaluation (S1)**

Fiscal Year 2016 was another year of change and growth for the Boyle

S1 Describe significant events, changes, or improvements to your library's facilities, programs, or collections during this past fiscal year. Include a statement describing any new property acquired by the library by any means - purchase, gifts, bequests, et

County Public Library. First, many of the programming initiatives set in motion during FY 2015 were a resounding success during 2016 due to skillful preparation and planning by many staff members. Second, the internal processes of formalizing job descriptions and establishing a cycle of staff evaluations was completed. Third, new hiring and the purchase of a new bookmobile created additional energy for programs and services to expand. The major programming event of the year was an NEH-funded community reading program, The Big Read: Unpuzzling Poe. This six week program involved 35 community schools and organizations in offering 47 events intended to inspire interest and further understanding of the works of Edgar Allan Poe and his influence in modern culture. The entire county was involved in arts, music, drama, history, cultural experiences, and reading about Poe with over 2,700 people participating. Internal staff development processes continued with the completion of formal job descriptions for all library positions. First ever formal staff evaluations were completed and the beginnings of a revised staff organizational chart were created, adding supervisory responsibilities to a handful of staff positions. It is anticipated this process will continue over a few years as library services evolve, the goal being to give the staff organization a bit more vertical structure. More staff training in many areas has begun, particularly with the advent of a regional training calendar offered to library departments through the State regional library consultant. Future plans in this staff development include updating staff policies and procedures. There was some turnover in staff in early fall of 2016 as two employees took jobs elsewhere. However, this allowed for a re-evaluation of job duties and resulted in expanding the duties of Computer Help Desk staff, strengthening the position of Adult Programming Coordinator, and creating the position of Outreach Librarian. This dove-tailed with the process of purchasing a new Bookmobile vehicle during Spring 2016. A major part of new programming activities will involve expanding the bookmobile schedule, continuing the excellent homebound services, and incorporating this outreach into the library's overall programming offerings. In May 2016, the library board undertook the refinancing of our bond issue, now 10 years into the 25 year bond period. The highly successful refinancing resulted in cutting the interest rate in half, producing an anticipated savings of \$530,000 over the remaining life of the bond repayment. At the close of the fiscal year, the library board and staff anticipate the end of the current long-range plan and will begin the process of self-evaluation and assessment and surveying the community in preparation for creating the next long-range plan. The library closed Fiscal Year 2016 on sound financial footing with more than sufficient funds on hand to operate until new tax revenue comes in December. While change can be challenging, the library staff and board are working to implement and consolidate plans and activities that support the unprecedented growth experienced since the re-opening of the renovated and expanded library building in 2010.

**Board Policies (T1 - T10)**

Click on the check box if you have you reviewed your policies in the last five years

|    |                                       |     |
|----|---------------------------------------|-----|
| T1 | Board Reimbursement of Expense Policy | Yes |
| T2 | Conflict of Interest Policy           | Yes |
| T3 | Ethics Policy                         | Yes |
| T4 | Fiscal Responsibility Policy          | Yes |
| T5 | Investment Policy                     | Yes |

|     |                            |     |
|-----|----------------------------|-----|
| T6  | Open Records Policy        | Yes |
| T7  | Procurement Code Policy    | Yes |
| T8  | Sponsorship Policy         | Yes |
| T9  | Trustee Orientation Policy | Yes |
| T10 | Whistleblower Policy       | Yes |

## Library Board Membership (V1 - V6)

Note: List membership as constituted on the last day of the fiscal year.

### Designated Day and Time for Monthly Board Meeting:

|      |      |                     |
|------|------|---------------------|
| V1.1 | Day  | Thursday            |
| V1.2 | Week | Second Week         |
| V1.3 | Time | 10:30 AM - 11:00 AM |

### President or Chair

|      |  |                 |
|------|--|-----------------|
| V2.1 | Name:  | Tom Huckleberry |
| V2.2 | P.O. Box or Street:  | 924 Regency Rd. |
| V2.3 | City:  | Danville        |
| V2.4 | Zip:   | 40422           |
| V2.5 | Phone:   | (859) 319-2786  |
| V2.6 | Term Expires (MM/DD/YYYY):   | 6/30/18         |
| V2.7 | Term   | Second Term     |
| V2.8 | Number of Regularly Scheduled Board Meetings Attended                        | 11              |
| V2.9 | Number of Library Related Professional Conferences and or Workshops Attended | 1               |

### Vice President or Vice Chair

|      |  |                |
|------|--|----------------|
| V3.1 | Name:  | John Davis     |
| V3.2 | P.O. Box or Street:  | 613 E. Main St |
| V3.3 | City:  | Danville       |
| V3.4 | Zip:   | 40422          |
| V3.5 | Phone:   | (859) 319-1571 |
| V3.6 | Term Expires (MM/DD/YYYY):   | 6/30/17        |
| V3.7 | Term   | First Term     |
| V3.8 | Number of Regularly Scheduled Board Meetings Attended                        | 10             |
| V3.9 | Number of Library Related Professional Conferences and or Workshops Attended | 1              |

### Secretary

|      |                     |                |
|------|---------------------|----------------|
| V4.1 | Name:               | Sheba Siddiqui |
| V4.2 | P.O. Box or Street: | 70 Raleigh Ct. |
| V4.3 | City:               | Danville       |



V4.4 Zip: 40422  
V4.5 Phone: (859) 691-0207  
V4.6 Term Expires (MM/DD/YYYY): 06/30/18  
V4.7 Term First Term  
V4.8 Number of Regularly Scheduled Board Meetings Attended 9  
V4.9 Number of Library Related Professional Conferences and or Workshops Attended 1

Treasurer

V5.1 Name: Valery McMann  
V5.2 P.O. Box or Street: 1120 Stirling Dr.  
V5.3 City: Danville  
V5.4 Zip: 40422  
V5.5 Phone: (859) 238-0817  
V5.6 Term Expires (MM/DD/YYYY): 06/30/17  
V5.7 Term Second Term  
V5.8 Number of Regularly Scheduled Board Meetings Attended 12  
V5.9 Number of Library Related Professional Conferences and or Workshops Attended 1

Member

V6.1 Name: Amy Meaux  
V6.2 P.O. Box or Street: 421 O'Hara Dr.  
V6.3 City: Danville  
V6.4 Zip: 40422  
V6.5 Phone: (214) 364-4665  
V6.6 Term Expires (MM/DD/YYYY): 06/30/19  
V6.7 Term First Term  
V6.8 Number of Regularly Scheduled Board Meetings Attended 11  
V6.9 Number of Library Related Professional Conferences and or Workshops Attended 1

Does your library collect a statistic that you think other Kentucky libraries should collect?

Please add notes for the survey administrator - your reactions to the annual report, the report process, sources of irritation, what could be improved, any feedback that might help in formulating next year's report.